

Special Collections Cataloging Librarian Columbia University in the City of New York: University Libraries

Open Date: Oct 10, 2022

Description

The Columbia University Libraries seeks a Cataloger with strong cataloging and classification skills to provide original cataloging primarily for our rare and special collections materials. Reporting to the Head of Cataloging within the Cataloging and Metadata Services (CAMS) division, the incumbent supports the creation, organization, and maintenance of metadata to facilitate search, discovery, and access to rare, hidden, and general resources in various formats using a variety of cataloging standards as well as existing and emerging non-MARC metadata schemas and techniques, such as linked data. The position also plans and coordinates projects as assigned, performs complex catalog maintenance, and assists in revising the work of Bibliographic Assistants. The Libraries participate in BIBCO, CONSER, NACO and SACO. Catalogers contribute to planning, policy and procedure development and are expected to keep abreast of methods, guidelines and approaches for the bibliographic control of library materials. Columbia's extensive digital library activities provide many opportunities for catalogers to work in non-traditional ways with colleagues in special collections.

As one of the world's leading research universities, Columbia University in the City of New York provides outstanding opportunities to work and grow in a dynamic, multicultural, intellectual community. The Columbia University Libraries are comprised of a diverse and engaged staff committed to furthering the University's teaching and research mission through innovation, collaboration, and a commitment to excellence.

Qualifications

Minimum Qualifications: All applicants MUST meet these minimum qualifications to be considered for the position.

MLS or advanced degree in a relevant field

Working knowledge of cataloging principles and procedures including RDA, MODS, MARC21, LC subject headings and classification, FAST and other non-MARC metadata schema

Working knowledge of metadata tools and systems

Demonstrated awareness of new and emerging standards and technologies relevant to bibliographic control and metadata, and a commitment to their effective application

Commitment to supporting and working with diverse populations

Effective verbal and written communication skills

Excellent organizational skills

Preferred Qualifications:

Experience with OCLC

Demonstrated aptitude for using technology effectively

Aptitude for complex, analytical, and detailed work

Working knowledge of additional languages other than English, preferably Latin and/or German

Working knowledge of identities management systems, including ORCID and VIAF/ISNI

Experience in name authority work and disambiguation strategies

Columbia University is an Equal Opportunity/Affirmative Action Employer and strongly encourages individuals of all backgrounds and cultures to consider this position.

Application Instructions

<https://apply.interfolio.com/115477>

Minimum salary: \$73,000